FLEXI-PASS

The Flexi-Pass is Flex-Plan Services’ new and improved commuter benefits platform. The online ordering platform offers users a flexible, tax-free approach to commuter benefits. If you currently have work related public transportation or parking expenses, this program is for you!

HOW DOES IT WORK?

The Flexi-Pass Program allows you to pay for work related travel and parking costs with **pre-tax dollars**. Pre-tax means no federal income tax or FICA tax.

The funds you allocate for your transportation and parking needs will be loaded onto a Flexi-Card debit card. You can then use your card to purchase services at any transportation or parking facility that accepts MasterCard™.*

If you already have a Flexi-Card debit card your transit and/or parking funds will be loaded to your current card—there’s no need to wait for a new one. If you don’t have a card you will receive one once you submit your first order.

*In the event your merchant does not accept the Flexi-Card debit card, you may be able to utilize the Pay Me Directly option.

HOW DO I START?

Go to [www.flex-plan.com](http://www.flex-plan.com) and log-in or register to your account. Once you have accessed your account our simple ordering process will ensure funds are loaded onto your Flexi-Card debit card. These funds can then be used to purchase your transportation or parking services.

All orders and changes must be completed by 11:59 pm PT on the 20th day of the month prior to the month you would like to receive your benefit. Additionally, if you have placed a recurring order, each month on the 10th you will receive a friendly reminder to check your order amount.

SHOW ME THE MONEY

Money set aside for work related parking and transit expenses is not subject to income, Social Security or FICA taxes. For some employees that could mean tax savings of up to 40% or $1,314/year!

TOOLS

User-friendly tools will be at your fingertips to help you track and calculate your expenses. Tools include a tax calculator, transit & parking authority resources and a six month break down of your order history.

VALID MERCHANTS

You may use your benefit at any transit authority website, kiosk, ticket office, or parking vendor. Just use your pre-loaded Flexi-Card debit card to purchase your transit pass or parking permit.

2014 PRE-TAX LIMITS

- Transportation - $130/month pre-tax paycheck deduction
- Parking - $250/month pre-tax paycheck deduction

TIPS

If your Flexi-Card debit card is lost or stolen please contact our customer service department: 1-800-669-FLEX for a replacement. A $5 fee will be assessed.